



THIRD-PARTY FUNDRAISING EVENT APPLICATION

Together, we will help our community's most vulnerable women, children and youth develop life-times of well-being and healthy relationships for all.





INSIDE THIS PACKAGE

Inside this package, you will find all the information you need to host a fantastic fundraising event. All you need is an idea and a plan to get started! We hope this document will answer any questions you might have. If we've missed something, please contact us at the information below. We look forward to working with you!

INFORMATION & GUIDELINES

- | | |
|---|-----|
| 1. Introduction to the Lloydminster Interval Home Society | 3 |
| 2. Introduction to Third-Party Fundraising | 3 |
| 3. Guidelines & Expectations | 4-5 |

PAPERWORK

- | | |
|---|-----|
| 1. To Do Checklist | 6 |
| 2. Third Party Fundraising Application | 7-8 |
| 3. Donation/Guest Tracking Sheet (for receipts & thank you letters) | 9 |

HAVE QUESTIONS?

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INTRODUCTION TO THE LLOYDMINSTER INTERVAL HOME SOCIETY

Thank you for supporting the Lloydminster Interval Home Society (LIHS) and/or the Lloydminster Community Youth Centre (LCYC). Before we get into the fundraising event details, here are a few facts about us:

- LIHS is a registered, non-profit organization serving Lloydminster & area
- We work in cooperation with provincial agencies, community groups, faith-based organizations, and the community at large to provide safety, support and education to those impacted by violence, abuse and homelessness.
- We are passionate about our community and dedicated to developing lifetimes of well-being & healthy relationships for all.
- Since 1980, LIHS has operated the region's only emergency shelter for women and children. We also operate Dol-Mar Manor (independent apartments), Lloydminster Community Youth Centre, Family Violence Community Outreach, 'For the Interval' Store and Community Programs.
- Our clients are just as diverse as our programming and services. Some of the challenges facing our clients include: family violence, sexual and physical abuse, homelessness, addiction, trauma, mental illness and/or physical disabilities. Our empathetic and trained staff meet the client "where they are at" to make meaningful connections and positive impacts.

INTRODUCTION TO THIRD-PARTY FUNDRAISERS

Third-party fundraisers are a great way to make a big impact in the community and have a lot of fun while doing it! This type of fundraiser is planned and implemented by an individual, business or organization who has the desire to make a positive impact in the lives of fellow community members. All you need to get started is an idea. How about a bake sale or silent auction? What about a board game tournament or a walk-a-thon? Think of what interests you then let the ideas start flowing!

If you need some help brainstorming ideas or planning your event, please refer to the Third-Party Fundraising Toolkit, available on our website or by request.



GUIDELINES & EXPECTATIONS

We are very grateful that you have chosen the Lloydminster Interval Home Society as your charity of choice for your fundraising event. Before you begin all those preparations, we'd like to share a few guidelines and expectations with you.

SUPPORT YOU CAN EXPECT FROM US

- Fundraising Toolkit
- LIHS and/or LCYC literature and promotional materials
- Advertising your event via our social media channels
- Attendance from a staff or board member (Upon request, dependent on availability)
- Tax receipts, if applicable
- Thank you letters, if contact information is provided

Limitations to our support

Unfortunately, there are a few things we are not able to assist with. Such as: guaranteed attendance by a LIHS/LCYC representative, insurance coverage, or reimbursement for fundraising expenses. We also take privacy very seriously and are unable to share any donor or client lists.

GENERAL GUIDELINES

The Lloydminster Interval Home Society prides itself on being respectful, having integrity, being compassionate and honest. Our "RICH" values are incorporated into everything we do. We expect those partnering with us to treat us and their guests in the same "RICH" way.

General Event Terms & Conditions

1. One person must be chosen from your organization to act as Event/Fundraiser Coordinator and be identified as such on the Third-Party Event Application.
2. The event must show sufficient potential for income and/or community awareness for LIHS to warrant the use of our name and/or logo. We reserve the right to determine if your event meets these conditions.
3. LIHS reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so.
4. If the cancellation of the event is needed, the Event Coordinator agrees to contact LIHS at least 48 hours prior to the event date.
5. LIHS will not assume any legal or financial responsibility for the event or its promotion.
6. LIHS is not responsible for any damage or accidents to persons or property.



Promotional Terms & Conditions

1. LIHS reserves the right to work with the Event Coordinator on promotional and/or publicity efforts
2. The name and logo of LIHS are registered trademarks and use is not permitted without prior written permission from LIHS. This includes the use of our name and/or logo on any printed or media form including but not limited to brochures, flyers, posters, banners, web site promotion, and press releases.
3. All information released to the media must be reviewed and approved by LIHS prior to distribution.
4. The Event Coordinator assumes complete responsibility for making media contacts. It must be made clear LIHS is not the organization requesting the participation of the media.
5. Existing LIHS advertising in newspapers, on television or radio must not be used to benefit the event.
6. Promotion of the event to LIHS staff and volunteers can occur internally, at the discretion of LIHS.
7. The Event Application must be approved by LIHS prior to publicizing or holding events.

Financial Terms & Conditions:

1. LIHS has a legal obligation to comply with Canada Revenue Agency guidelines. As such, the LIHS charitable registration number is to be included on all pledge/donation sheets.
2. To ensure there is a distinction between LIHS and all third-party events, the Event Coordinator must handle all monies until the official donation is submitted to LIHS.
3. All promotional materials must clearly state the percentage of proceeds that will benefit the Lloydminster Interval Home Society or the Lloydminster Community Youth Centre.
4. Money raised must be received within 90 days of the event.
5. LIHS reserves the right to audit the financial records pertaining to your event.

Tax Receipts:

The Lloydminster Interval Home Society is a registered charity and can issue charitable tax receipts when compliant with Canada Revenue Agency guidelines. The following conditions apply:

1. LIHS requires a completed donation sheet for your event, detailing full donor names and addresses.
2. Charitable tax receipts will be issued to those who have either:
 - a. Given a minimum \$20 monetary donation and have not received a product or tangible item in return, or
 - b. Provided a new item for auction or raffle prize (minimum \$100 value). A recent store receipt clearly outlining the cost of the item must be provided.

NOTE: LIHS CANNOT issue tax receipts for:

- Donated services (i.e. graphic design, advertising, construction, entertainment, etc)
- Chance to win ticket sales (i.e. raffle)
- Any interaction/transaction that results in a tangible item being received (i.e. live/silent auction, product sales, etc)



TO-DO CHECKLIST

- After reviewing our Guidelines & Expectations, complete the Third-Party Fundraising Application
- Choose an event; review and utilize Third-Party Fundraising Toolkit, available on our website or by request
- Promote your event via word of mouth, traditional and social media, email.
- Provide updates and encouragement throughout your event to keep your supporters engaged.
- If your fundraiser runs several weeks, send a “Last Call” message to your friends and family five days before your event end date so they can help you reach or exceed your fundraising goal.
- If you’ve received any funds by cash or cheque, please provide us with the funds within 90 days of the event end date.
- Show plenty of gratitude and thank each person who donated so they feel appreciated for contributing to your fundraising event.
Please note: LIHS will send a thank you letter to each donor, if contact information is provided.



THIRD-PARTY FUNDRAISING APPLICATION

CONTACT INFORMATION

Organization Name: _____

Event Organizer Name: _____

Address: _____

City/ Postal Code: _____

Day Phone: _____ Personal Cell Home Work

Email: _____

Minors: Are you under the age of 18? Yes ____ No ____

If yes, provide name of your Parent or Guardian: _____

EVENT INFORMATION

Fundraising Activity Name: _____

Fundraising Activity Description: _____

Date(s): _____ Time: _____

Location/Address: _____

Is this event open to the public? Yes ____ No ____ How many people do you expect to attend? _____

Will this be an annual event? Yes ____ No ____

FUNDRAISING DETAILS

If there are costs associated with the event, will you be taking these out of proceeds? Yes ____ No ____

If you are generating money through ticket sales/entry fees/product purchase, please indicate what percentage or amount will be donated to LIHS. _____

Where would you like to direct the funds raised:

LIHS General Needs ____ LCYC General Needs ____ Not Sure: ____

What insurance covers the event/promotion? _____



Please list any other organizations attending/benefitting from this event. _____

How do you plan to promote the event? _____

LLOYDMINSTER INTERVAL HOME SOCIETY PARTICIPATION

Are you requesting LIHS/LCYC literature be at the event/promotion?

Yes ___ No ___ If possible, but not required ___

Are you requesting attendance by LIHS staff?

Yes ___ No ___ If possible, but not required ___

If yes, purpose of attendance _____

Are you requesting LIHS staff participate in the event execution?

Yes ___ No ___ If possible, but not required ___

If yes, how many? ___ What would be their duties? _____

SIGNATURES

I/we hereby understand, agree, and submit the following:

- ✓ The Lloydminster Interval Home Society will not assume any legal or financial liability for the above referenced fundraising activity.
- ✓ The Lloydminster Interval Home Society must approve, prior to any printing and distribution, any use of its name or logo.
- ✓ Agree to adhere to the Guidelines and Expectations outlined in this document.

Event Organizer Signature (Third-Party)

Date

LIHS Representative Signature

Date

Please return the Third-Party Fundraising Application to:
Lloydminster Interval Home Society, Attn: Fund Development Coordinator
Box 1523, Lloydminster, SK S9V 1K5 or via email: donations@lloydintervalhome.com



MONETARY DONATION TRACKING SHEET



Event Name: _____ Date of Event: _____

Event Organizer (name, phone/email): _____

Charitable receipts for income tax purposes will be issued for donations \$20 and greater. All contact information including name, mailing address, phone number and email must be recorded. Receipts will only be issued for monetary donations. **Please make cheques payable to: Lloydminster Interval Home Society.**

Please submit the tracking sheet with the proceeds from your event to: Lloydminster Interval Home Society, Box 1523, Lloydminster, SK, S9V 1K5

NAME	FULL MAILING ADDRESS	PHONE NUMBER	EMAIL	DONATION AMOUNT	CASH / CHEQUE